



# **U.S. DEPARTMENT OF STATE**

## **CALL FOR PROPOSALS SMALL GRANTS PROGRAM**

### **U.S. EMBASSY PORT OF SPAIN**

Funding Opportunity Title: **Trinidad and Tobago Small Grants Program**  
CFDA Number: 19.040 – Public Diplomacy Programs  
Contact: Stephen Weeks, Public Affairs Officer, U.S. Embassy Port of Spain  
Email: [ptspas@state.gov](mailto:ptspas@state.gov)

#### **Section I: Funding Opportunity Description**

The U.S. Embassy in Port of Spain seeks to fund creative and sustainable projects that promote human rights, civilian security, youth outreach, entrepreneurship and good governance, while furthering people-to-people and institutional ties between the United States and Trinidad and Tobago. The Embassy invites organizations to submit grant proposals through its Public Affairs Small Grants Program. Each project must contribute to societal and/or institutional growth in Trinidad and Tobago.

The small grants program is based on partnership, not sponsorship or branding opportunities. Most of our programming results from significant participation by the Embassy through conversation and negotiation with potential grantees. Please do not send us a proposal that does not meet the below criteria. Please do not send us a proposal that you are also sending to other potential funding sources without revising it to follow these guidelines.

#### **Section II: Trinidad and Tobago Small Grants Program**

Successful proposals must include the following:

- i) U.S. element: This can include but is not limited to the use of an American individual or program of clearly identified American origin
- ii) Outreach plan to communicate with the general public including press, social media, school visits, and public presentations
- iii) A detailed and feasible monitoring and evaluation plan (qualitative and/or quantitative analysis of impact, including surveys)

Proposals should support one of the following goals:

1) *Governance and Human Rights*: Improving respect for human rights by promoting inclusion of different ethnic groups, persons with disabilities, women and girls, the LGBTI community, and others who might feel excluded from society. As well as increasing transparency, anti-corruption efforts, and civil society leadership.

2) *Citizen Security*: Addressing the needs of at-risk youth, particularly in underserved communities, providing them with tools they need to improve their lives and communities and countering violent terrorism.

3) *Economic Growth*: Encouraging social and economic entrepreneurs, improving education through innovation and technology, and encouraging study in Science, Technology, Engineering and Math education (STEM).

**The maximum amount per award for each proposal is US\$10,000.** Please ensure that budget figures are accurate as they will be subject to external audit.

### **Section III: Eligibility**

Proposals from non-profits and/or NGOs, academic institutions, and social enterprises with offices headquartered in Trinidad and Tobago will be given preference. Please note that we will also accept applications from U.S. based institutions, but they must show that they have already obtained on-the-ground support of a local organization.

### **Section IV: Application Submission Guidelines**

Proposals **must not exceed 6 pages total.** (Applications longer than 6 pages will not be considered)

1. *Project Summary*: Describe your project. (Problem statement should not be longer than 1 paragraph)
2. *Duration*: Expected Start Date and End Date, not to exceed one year.
3. *Objectives*: What are the key milestones and/or events you wish to accomplish.
4. *Organizational capacity*: What experience does your organization have in carrying out the proposed events/ project? (1 page max)
5. *Key Personnel*: Who is going to be in charge of administering this project? What similar or useful experience does he/she have? (1 page max)
6. *Monitoring and Evaluation*: Describe what success looks like for your project. How do you plan to measure your success? A guide can be found at: <http://trinidad.usembassy.gov/grantproposals.html>
7. *Budget*: Provide a detailed budget of costs associated with the project. All amounts must be stated in U.S. Dollars.
8. *Contact details*: Contact person name and email, organization phone and address.
9. *Risk Assessment*: A risk assessment form must also be attached with your proposal. It can be found at: <http://trinidad.usembassy.gov/grantproposals.html>

Please note that grants CANNOT be used to fund religious organizations or partisan political activity; individual trips abroad; for-profit trade activities; fundraising campaigns; commercial projects; scientific research; projects whose primary aim is the institutional development of the organization; ongoing operational expenses and infrastructure.

Applicants must submit concept papers **ELECTRONICALLY ONLY** using [ptspas@state.gov](mailto:ptspas@state.gov).

Only applicants whose proposals have been selected for award will be contacted.

**SECTION V: Requirements of Approved Grantees**

- Must show proof of a registered DUNS number for their organization ([Click here to request your D-U-N-S Number via the Web](#)). This is not required for individuals.
- Must supply the Embassy Point of Contact (POC) with quarterly progress and financial status reports, in format specified by Embassy.
- United States Embassy Port of Spain logos must be displayed on any items or at any events produced as a result of sponsored projects.
- All proposals will be subject to the standard Terms and Conditions of Department of State grants. See <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx> for more information.